

Commo 5
OCD-M76-392
22 OCT 1976

MEMORANDUM FOR: Assistant for Information, DDA

STATINTL FROM :

[REDACTED]

SUBJECT : Disposition of the Original Signature Copy
of Headquarters-Originated Cables

STATINTL

1. On 28 September 1976 officers from each Directorate met with [REDACTED] representatives to discuss the Cable Dissemination System (CDS) and, in particular, the disposition of the original signature copy of cables originated at Headquarters. We are continuing with our planning to incorporate CDS into the Cable Secretariat and, to preclude the activation schedule from slipping, we must shortly take action to adopt the procedure proposed at that meeting.

2. As you know, CDS was developed to process originating messages through an optical character reader (OCR) which will format the message for transmission to the addressees and also send the message to CDS for dissemination purposes. The OCR will not read nor recognize written signatures. Consequently, the following procedure was proposed:

a. Typists preparing outgoing messages will type the originating, coordinating, authenticating and releasing information at the end of the message in a prescribed manner. The actual releasing signature will still be required on the bottom of the form for Cable Secretariat verification of releasing authority. Once entered into the system, the date-time group and message control number will be assigned automatically and the entire message, in computer format, will then be disseminated and distributed to appropriate units with the typed names instead of the actual signatures at the end of the message.

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b. The Office of Communications will accept the hand-printing of the actual releasing official's name above whatever name had been previously typed, even though this will cause the message to stop in the OCR until the communicator types the correct name into the computer system.

c. The original copy of the message bearing the actual signatures will be returned by the Cable Secretariat to the office of record, i.e., the originating office, for retention.

3. In order to properly proceed with our planning and to publish formal instructions for the preparation of outgoing messages in a timely manner, your concurrence in the proposed procedure is requested.



STATINTL

CONCURRENCE:

STATINTL

Assistant for Information, DDA

Date

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